

Who we are:

The Tennessee Department of Correction (TDOC) is a multi-faceted agency with a responsibility to serve the public by operating safe and secure prisons and providing effective community supervision. We take our mission seriously and every employee will work extremely hard to ensure we never compromise public safety.

The Department of Correction has approximately 6500 employees operating eleven prisons, six day reporting centers, an investigative-compliance unit and numerous probation/parole offices across the state. TDOC Central Office is located in downtown Nashville.

What we do:

With the implementation of the Public Safety Act TDOC is able to provide seamless supervision to offenders in jail, prison, parole, probation, and community corrections to positively impact an offender's chances for success. We have an inherent responsibility to provide offenders with an opportunity to grow and change.

How you make a difference in this role:

As an intern you will have the opportunity to work with TDOC programs that affect public safety and offender success across the state.

TN State Government Careers

Probation/Parole Officer
Correctional Counselor
Correctional Security
Correctional Compliance



Accountant Intern

Location: Davidson County

Compensation: Unpaid

Overview

The Tennessee Department of Correction Fiscal Division function and responsibilities include financial accounting, preparation, reporting, analysis, budgeting, project management and more. Their key role tends to focus on immediate financial issues and management. The accounting department provides accounting services and financial support to the entire Agency. The fiscal division records accounts payable and receivable, inventory, payroll, fixed assets and all other financial elements of the Agency. The Accountant has various duties that can span from Profit & Loss reports, assisting in the annual budget, handling the monthly sales tax, accounts payable, accounts receivable, payroll, inmate trust fund, managing several employees, and other fiscal related duties. The department's accountants review the records of each work location to determine the company's financial position and any changes required to run the organization cost-effectively.

Responsibilities

Accountant Interns under direct supervision learn to monitor program and grant funds, reported expenditures for allowable and accurate reporting. They learn to audit basic invoices and billings for compliance with departmental policies and procedures. Interns analyze general ledger transactions under direct supervision to ensure and verify the accurate recording and/or application of funds. They review account documentation submitted by external customers to determine accurate and appropriate expenditures under the direction of assigned supervisor. They develop skills and participate in ensuring all institution bills are paid by the due date and are being paid in full. Interns develop institutional records and reports and ensure reports are submitted to Central Office, Wardens, and Fiscal Director by the defined deadlines.

Preferred Qualifications

Working toward obtaining a Bachelor's, Master's, or PHD with majors related to accounting, auditing or related field and being classified/enrolled as a Junior or greater. The internship must be for academic credit.

Must be proficient in the use of Microsoft Office and Oracle based software

Applicant must submit to and pass: Background Investigation and Pre-employment Drug Screen

Performance Expectations

Accountant Interns will be exposed to and expected to learn concepts of accounts payable and receivable, inventory, payroll, fixed assets and all other financial elements of the Agency Division. They will be expected to have a basic understanding of general ledger transactions, inmate trust funds, and accounting records and reports. They will learn to implement effective government accounting and financial reporting. The interns will be expected to integrate knowledge and theory learned in the classroom with practical application and skills development as they observe and participate in the day-to-day operations of the TDOC Accounting Division.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.